

9 December 1957

Chief, Management Staff

Chief, Records Management Staff

Weekly Report - Week Ending 4 December 1957

1. Contributions

a. Tangible

- (1) The Forms Management Survey in the Printing Services Division has uncovered 24 cu. ft. of inactive records which should have been destroyed in accordance with the schedule for the Logistics Office. Action has been taken to see that these will be destroyed.
- (2) Five new and revised forms were completed.
- (3) Six installations of Subject Numeric Filing System were made in GRS.
- (4) Sixty-six cu. ft. of inactive records were received by the Records Center. Total holdings in the Records Center amounted to 37,183 cu. ft.

b. Intangible

None

2. Assignments - Active

a. Audit of Records Control Schedules.

- (1) Office of Personnel. The revised schedule has been forwarded for signatures from division and staff chiefs.
- (2) Office of Operations. A second portion of the schedule has been sent to the Contacts Division for review and coordination.

b. Installation of Filing Systems.

- (1) Completed 6 installations as indicated in 1a(3).
- (2) Office of Personnel. Installation being made in Personnel Evaluation Division.

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- c. Survey of Personnel-type Vital Records. A draft of the study has been completed.
 - d. Fifty new and revised forms in process. ✓
 - e. Forms Management Survey Printing Services Division. Elimination of 24 cu. ft. of inactive records as indicated in 1a(1). ✓
 - f. Shelf File Installations
 - (1) Personnel, Office of Communications. A proposal for Open Shelf Filing has been submitted to the office.
 - (2) Engineering Division, Office of Communications. A floor plan providing for Open Shelf Filing has been agreed to by the Librarian. A formal proposal will now be made for the installation.
3. Assignments - Inactive
- a. CI/OA Space Layout and Equipment Survey.
 - b. Industrial Register, Shelf File.
 - c. Office of Security, Shelf File.
 - d. Map Library Division/OSR., Shelf File
 - e. Film Index Graphics Register, Special Card File.
 - f. Equipment Index, (Cards), Engineering Division/Commo.
4. Revs
- a. We understand that AD/P is in the process of considering the destruction of a relatively large group of records.

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Mgt/S/RMS [] (9 Dec 57)

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